



## Oral presentation guidelines

Congratulations on being accepted for an oral presentation at the Association of Research Managers & Administrators Conference (**ARMA 2026**).

You must be registered in order for your presentation to appear in the final programme.

**Please refer to the session timings for your presentation sent to you by email.**

Please make sure you allow time for questions and time for changeover between presenters. All presenters must keep to time and may be interrupted if they run into someone else's presentation time.

Some tips on giving a successful oral presentation are given below.

A computer and a technician will be available onsite for the entire duration of the Conference at the "Speaker Preview Room" to upload your talk and test your presentation in advance. **Please ensure that your talk is uploaded here at least two hours before the start of your session** (wherever possible). You will not be able to turn up at the session room with your laptop or USB.

All necessary audiovisual equipment is provided on site. Presenters will not be allowed to use their own laptop to present without speaking to the technician at Speaker Preview in advance. Only Microsoft PowerPoint (.ppt and .pptx) presentations will be accepted. Presenters have the responsibility of making sure that their files are compatible with PC Windows operating system and Microsoft Office software. Suggested format is 16:9, although we can accept 4:3 format.

Presentations must be in English.

15 minutes before the start of your session, report to the room where you are to present to meet the session chair and receive instructions on how to use the AV equipment. A technician will be available should you require any assistance with audiovisual equipment.

### Tips for a successful presentation

- Plan your presentation to allow time for questions. You will get more out of the presentation if you obtain questions and feedback from the audience.
- Introduce your presentation by giving some context explaining why the topic is important and what academic problem the research tackles.
- Finish your presentation with clear conclusions that could be a launching point for discussion.
- A rough rule to judge the length of your talk is about one slide per minute (perhaps more if you are presenting simple pictures, less if you are presenting complex images and text which need lengthy explanation).
- You are encouraged to practice your talk beforehand and ensure that you can present in the given time.
- Avoid too much text and over-complex slides. Use a large font for text – both to ensure visibility and to limit the amount of text on your slides. We suggest a minimum font size of 20 or 24. Please see below for additional guidance.

- Build up a complex figure bit by bit using animations.
- Ensure font on graphs and figures are readable (at least 14 or 18 point font) – a figure from your abstract may need modification to be easily readable when projected.
- Should you be using any music or images within your presentation that are not your own, please ensure you have the correct permissions to do so.
- Include your e-mail address on conclusions slide so people can contact you.

For more guidance on preparing for your session, please read the following EDI guidance for presenters <https://arma.ac.uk/wp-content/uploads/2025/04/EDI-Guidance-for-Speakers-ARMA-2025.pdf>

## **Cognitive Inclusion: Key Points for Presenters**

- **Design & Layout**
  - Use uncluttered slides with a calm colour palette.
  - Choose sans serif fonts; avoid decorative or script fonts.
  - Ensure font is darker than a pale (not white) background.
  - Avoid text over images and distracting animations.
- **Structure & Readability**
  - Clearly signal sections; use short breaks and take-home messages per slide.
  - Left-justify text; use bullet points with a sloping right edge for easier reading.
  - Cut down text—remove unnecessary content and visual clutter.
- **Visuals & Explanation**
  - Verbally describe all meaningful visuals (e.g., graphs, charts, metaphors).
  - Refer to images directly in your talk to avoid misinterpretation.
- **Text Formatting & Hierarchy**
  - Use a single font and size consistently.
  - Avoid all caps; use bold (not italics) for emphasis.
  - Apply consistent style and colour to text boxes.
  - Break up text into small chunks; use shorter line lengths.
- **Whitespace & Focus**
  - Use whitespace (negative space) to group elements and reduce cognitive load.
  - Guide the audience's attention using visual hierarchy (size, colour, bolding).
- **Contrast & Accessibility**
  - Use slightly lower contrast combinations (e.g., dark grey on white, not pure black on white).

- Avoid very high contrast for autistic or dyslexic audiences; ensure sufficient contrast for those with visual impairments.

If you have any questions regarding your presentation, please email [armaconference@abbeyuk.com](mailto:armaconference@abbeyuk.com)